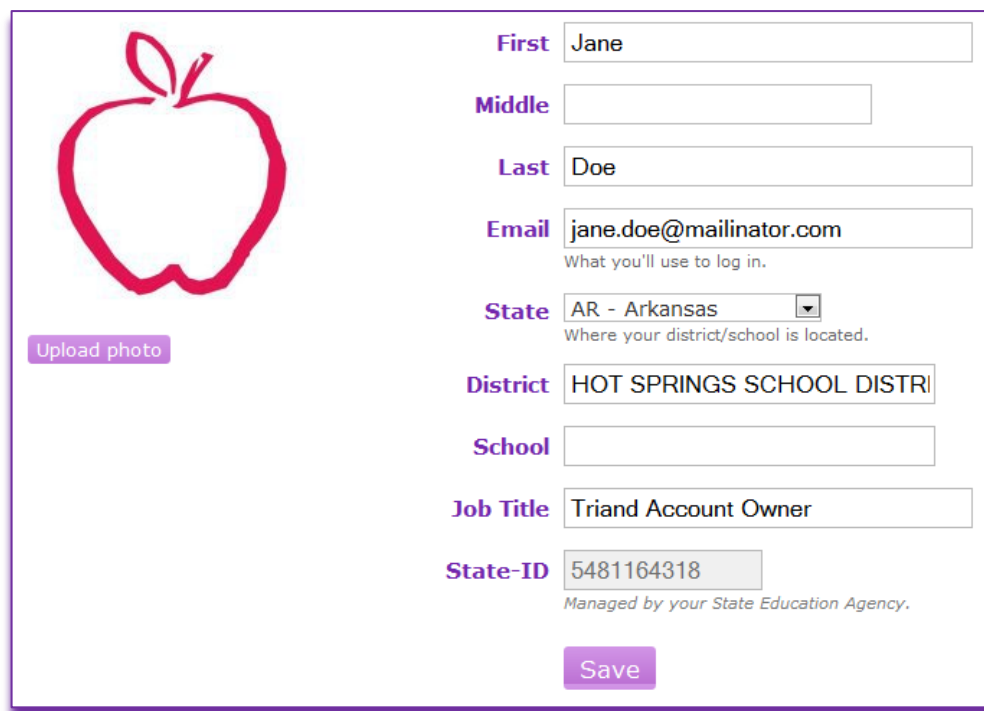# Tips for Triand Account Owners

Triand Account Owners are considered district level system administrators of the system and have capabilities that other users do not.

This document will provide additional information and tips to help Triand Account Owners.

Profile

Since the Triand Account Owner is a district level role, account owners should not have a school name in their profiles in order for permissions to work properly. Once permissions are established between the account owner and the state-level account owner, if the account owner works at a specific school within the district, the school can be added after initial permissions are established by notifying the state-level account owner of the change.

The "Job Title" field is optional and can contain any information a user prefers.

My Friends

Besides assigning permissions, Account Owners have options in the Friends area that are not available to other users. For assistance with granting users access, please see the "Assigning Permissions" tutorial.

- The full email address is displayed for all users in your district (**Note:** All users should be using their school issued email address pursuant to Arkansas Department of Education [ADE] security policy as referenced in *Commissioner's Memo RT-09-010* dated *03/27/2009*).
    - Ensure that the email address, district, and school name are correct for a user when assigning permissions. If not, you should request the user log in and update their profile information before assigning access.
    - If more than one account is listed for a user, be sure that you are assigning permissions to the correct account (**Note:** Accounts with no email address listed are "dummy" accounts created for state ID purposes; there are no emails tied to these accounts; therefore, the users will have no access to the Triand system. For teachers and others in the teacher catalog in APSCN, email addresses should be listed in the teacher catalog to remove the "dummy" accounts.).

Friend		
Barrett, Linda *Employee* *HOT SPRINGS INTERMEDIATE* *HOT SPRINGS SCHOOL DISTRICT*		Make a Friend
Barrett, Linda *barrettl@hssd.net* *- no job title -* *HOT SPRINGS INTERMEDIATE* *HOT SPRINGS SCHOOL DISTRICT*	*At HOT SPRINGS INTERMEDIATE, HOT SPRINGS SCHOOL DISTRICT:* *Linda can view your lessons and resources* *Linda can view your tests, items and reports* *Linda can see your records for school'*	Remove Friend

o If a user has not activated his or her account, the email address will display in **red**. Accounts that have been activated will display the email address in **purple**. **Note:** Permissions will not work until a user has activated his or her account.

Angel, Laura
ANGELL@HSSD.NET
Teacher
GARDNER MAGNET SCHOOL
HOT SPRINGS SCHOOL DISTRICT

Vaughan, Laura
vaughanl@hssd.net
Teacher
PARK MAGNET SCHOOL
HOT SPRINGS SCHOOL DISTRICT

- If a user changes their district and/or school name after you have granted permissions to the user, you will be prompted to share with user at a new location. **Note:** If you do not authorize or share at the new location, permissions will remain for what was previously in the user's profile.

Friend

Doe, Jane
- no job title -
VILONIA SCHOOL DISTRICT
- no sharing at current location -
share at new location

At HOT SPRINGS HIGH SCHOOL, HOT SPRINGS SCHOOL DISTRICT:
Jane can view your lessons and resources
Jane can view your tests, items and reports
Jane can see your records for school'

Remove Friend

Friend

Doe, Jane
jane.doe@mailinator.com
- no job title -
HOT SPRINGS SUMMIT SCHOOL
HOT SPRINGS SCHOOL DISTRICT
- no sharing at current location -
share at new location

At HOT SPRINGS HIGH SCHOOL, HOT SPRINGS SCHOOL DISTRICT:
Jane can view your lessons and resources
Jane can view your tests, items and reports
Jane can see your records for school'

Remove Friend

It is a good idea to check your Friends list on a regular basis to ensure all information is up-to-date.

Last updated: November 14, 2011

Students

In order for changes to an inactive or graduated student to be reflected in Triand, the school district must mark the student as "active" in APSCN, wait until the nightly update between APSCN and Triand, and then remark the student as "inactive" in APSCN or the district's Student Information System. Triand only pulls information into the system for students who are active in APSCN. Any student flagged as "pre-reg" in APSCN is viewed as inactive in Triand.

Classes

To view a list of classes for your district, go to "classes" and set the filter to "Find classes at my district". You can filter by grade or typing the school name to narrow results if you do not wish to display classes in the entire district.

Find classes at my district ▼

For any subject ▼

For any grade ▼

Add your classes   Download list

You can download a list of classes that will include each student's state and local ID and first and last name; the subject , grade level, and name of the class; the period the class is scheduled; and the email address of the teacher.

Clicking on a class name in the search results will display a list of students scheduled in that class.

Teacher:
Name:
Subject:
Grade:
Period:

Local-ID	State-ID	First	Last